

**STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT****PETITION FOR SECOND SUMMONS
AND ORDER****CASE NO.**

Court address

Court telephone no.

Plaintiff name(s), address(es), and telephone no(s).

Defendant name(s), address(es), and telephone no(s).

v

Plaintiff attorney, bar no., address, and telephone no.

PETITION1. A complaint was filed on _____ .
Date2. I have made diligent attempts to personally serve process on the defendant, however, the defendant has either moved, is
evading service, or other: _____
_____3. **I REQUEST** a second summons be issued before the original summons expires on _____
Date
for the following reasons: _____

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date_____
Signature of attorney/plaintiff**ORDER**4. **IT IS ORDERED** the petition to extend time for service and to issue a second summons:☐ is denied.☐ is granted and a second summons shall be issued to expire on _____ .
Date_____
Date_____
Judge_____
Bar no.

SUMMONS AND COMPLAINT

Case No. _____

PROOF OF SERVICE

TO PROCESS SERVER: You are to serve the summons and complaint not later than 91 days from the date of filing. You must make and file your return with the court clerk. If you are unable to complete service you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NON-SERVICE☐ **OFFICER CERTIFICATE**

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notary not required)

OR☐ **AFFIDAVIT OF PROCESS SERVER**

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notary required)

- ☐ I served personally a copy of the summons and complaint,
☐ I served by registered or certified mail (copy of return receipt attached) a copy of the summons and complaint,

together with _____ on the defendant(s):
 Attachment

Defendant's name	Complete address(es) of service	Day, date, time

- ☐ After diligent search and inquiry, I have been unable to find and serve the following defendant(s):

I have made the following efforts in attempting to serve process: _____

- ☐ I have personally attempted to serve the summons and complaint, together with _____
 Attachment

_____ on _____
 Name

at _____ and have been unable to complete service because
 Address

the address was incorrect at the time of filing.

Service fee	Miles traveled	Mileage fee	Total fee
\$		\$	\$

Signature _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
 Date

My commission expires: _____ Signature: _____
 Date Deputy court clerk/Notary public

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons and complaint, together with _____
 Attachment

_____ on _____
 Day, date, time

_____ on behalf of _____
 Signature